

Minutes of the Great Burstead and South Green Village Council,
held at
South Green Memorial Hall, Southend Road, Billericay
on Wednesday 5th October 2016 at 7.30 p.m.

Present:-

Councillor M. Dear

Councillor Chapman

Councillor Cottle

Councillor J. Dear

Councillor Willingham

Also in attendance:-

Martin Ainscough – Clerk to the Council.

16/162. Apologies

Apologies for absence were received from County Councillor Twitchen who was unable to attend.

16/163. Declarations of Interests & Register of Members Interests.

There were no declarations of interest received.

16/164. Minutes.

The Minutes of 7th September 2016, were received and duly signed by the Chair as a true record of the meeting.

16/165. Public Participation Session.

Drop Kerb @ 21 Middle Mead.

Councillor Cottle informed the meeting that he had been approached by the neighbour of 21 Middlemead in connection with the placement of a metal grid in the pavement to allow vehicular access to the property instead of the usual drop kerb arrangement. It was agreed that it was up to the concerned resident to contact Basildon B.C.

16/166. Department for Communities and Local Government (DCLG) Local Government Finance Settlement Technical - Consultation.

The meeting noted the receipt of the information from the EALC outlining central government's intention to introduce new rules that could potentially force local councils to hold costly local referendums over increases to the parish precepts.

It was claimed that if this was allowed to go through it would have a detrimental effect on what Parish Councils are able to do in the future.

The EALC will be responding to this consultation paper on behalf of their members through NALC, but was urging parishes to respond individually as well to the proposals direct to central government. However following a discussion on this issue and following a vote it was decided not to respond but noted the consultation exercise.

16/167. Planning Applications.

16/01282/FULL	50 Mill Road, Billericay, CM11 2SD	Demolish existing garage & extend & convert bungalow into a chalet style dwelling, including integral garage (revised scheme).	Regardless of the fact that the 3 dormer windows have now been omitted from the scheme there was still concern expressed that if they were for example replaced by velux windows there would still be the potential for overlooking to the neighbouring properties.
16/00992/FULL	53 Passingham Avenue, Billericay, CM11 2TB	Proposed change of use of service road to the rear of the property to residential garden & enclosure with fencing.	Object on the grounds that the proposed scheme will impact on and deprive neighbours of their right of way & use of the rear service road.
16/01346/FULL	17 Trinity Close, Billericay, CM11 2RZ	Demolition of existing detached garage & erection of single storey side extension	No Objections.

In addition to the above mentioned application the following applications were considered under the arrangements previously approved for dealing with consultation requests received outside the Village Council's usual monthly meeting cycle. The following comments being emailed to the Planning Dept. at Basildon Borough Council on 22nd September 2016.

16/01251/FULL – Alterations to front facade with single & two storey front, rear & side extensions & loft conversion. – 2 Noak Hill Close, Billericay.

Comment: - It would appear to be a massive increase in the size of the property despite the application site being a large plot. Concerns therefore that it would be over development.

16/01246/FULL – proposed single storey front extension – 23 Beams Way, Billericay.

Comment: - no objections.

16/01242/FULL -Two storey side extension - 2 Passingham Close Billericay.

Comment: - The proposed development could be considered to be out of place with the other properties in what is a very small Close and as a result have a detrimental effect on existing

properties in close proximity to the application site. In addition the plans do not show the proposed parking availability at the property once the garage has been removed. However, on balance, as long as the property has adequate off road parking on the frontage of the property there are no major objections.

16/168. Publication Date & Content of the next issue of the Village Voice.

The meeting noted the contents and publication date for the next issue of the Village Voice as agreed at the September meeting to coincide with the distribution of the Church's own newsletter distribution in December.

16/169. New Sign for Gt. Burstead.

The meeting noted the progress made since the September meeting. The Clerk informed the meeting that he had subsequently received the planting licence approval letter from the County Council as mentioned at the September meeting, but the actual approval for the sign itself was still outstanding. It was noted that this permission would be forthcoming from Basildon B.C. under the terms of the Highways Act. The Clerk was therefore requested to contact the officer responsible at the County Council with view to chasing the approval process up.

16/170. Purchase of a Defibrillator – Gt. Burstead Church.

The meeting noted that discussions with the Church Warden at Gt. Burstead Church had been positive. It seemed likely that the preferred location for the equipment would be in the church itself with an exact location to be agreed following further discussions with the Church Warden. In addition the Warden had indicated that he was a trained first aider with experience in the use of such equipment and had offered to run training courses for those individuals that wanted to be trained on how to use the equipment properly and safely. It was agreed that Councillor Chapman should arrange to meet with him again to move the project on.

16/171. Introduction to the HPN (Highways Practice Note) to local flooded roads

The above mentioned initiative was discussed. In the main the scheme was welcomed, but concern was expressed that in areas of real need there might not be the required mechanisms/structures in place or man power to make the scheme effective everywhere.

16/172. Basildon Borough Council – Code of Conduct Training for Parish Councillors.

The meeting noted that Basildon Borough Council would be running Code of Conduct training courses on 16th & 23rd of November with the later course being a rerun of the first. Councillor M. Dear would be attending the session on 16th of November while Councillor Chapman had expressed an interest in attending the course on 23rd of November. One of the courses would be held at the Basildon B.C. offices while the other would take place at the Billericay Town Council office. However it was noted that take up on the latter course was low at present.

16/173. Finance.

Approved payments:

Payee / Cheque number	Details	Amount
Martin Ainscough	July, August & September salaries	£ 1,575.93(*)
P.A. Donovan 022075	Replacement for cheque no: 022069 which was never	£750.00

	received.	
H.M.R.C. 022076	Income tax – July, August & Sept’2016	£394.00
Martin Ainscough 022077	July/August/Sept’ expenses – postage, stamps etc. plus broadband & office expenses (July, August & Sept’2016)	£17.12 £152.46 Total = £169.58
Crystal Print 022078	Changes to Fun day advertising banners	£18.00
Billericay Nurseries 022079	Summer watering & weed control maintenance.	£3,276.00
St. John Ambulance 022080	Provision of First Aid & medical cover – 28/08/16	£117.30
Piggotts Company Ltd 022081	1 st instalment of installation of Xmas scheme 2016	£1,686.79
Cllr. M. Dear 022082	Costume hire for Fun day event – 28/08/16	£15.00
Cllr. Willingham 022083	Reimbursement of expenses incurred for the fun day – 28/08/16	£15.00
PKF Littlejohn LLP 022084	Fee for Annual Audit – 31/03/16	£240.00
Basildon B.C. 022085	Hire of the Green – Fun day 28/08/16	£127.45
Royal British Legion 022086	Poppy Appeal Donation – Remembrance Sunday Wreath.	£50.00

(*) salary paid directly by bank transfer on 26th of each month.

NB: - As explained at the September meeting due to only one authorised signatory being present it was not possible to approve any payments at that meeting hence the reason why the expenditure for this meeting is above average.

16/174. Financial Risk Management Review.

The meeting received the following documents for review and noted that
A. the Financial Regulations were still fit for purpose.

B. Review of Internal Controls.

With regard to the Village Council’s Internal Controls it was noted that:-

- Two signatories sign all cheques.
- Two signatories check amounts against invoices which are initialled.
- Two signatories initial all cheque stubs.
- All future payments are agreed at full village council meetings.
- All payments are displayed on agenda each month and recorded in minutes.
- Ex parish clerk checks accounts annually before the annual audit.
- All councillors are aware of council expenditure.
- Precept is set at a full council meeting and set against an agreed budget.
- Precept is recorded in minutes.

In addition to the above it was also agreed that bank balances would be made available at Village Council meetings in future.

16/175. Annual Review of Standing Orders.

Following on from Item 16/174 above the Village Council's Standing Orders as adopted were also reviewed and it was agreed that they were still fit for purpose.

16/176. Fixed Asset Register Update.

The meeting received and noted the updated Village Council's Asset Register which now to included the recently purchased benches on the Green and the 3 new litter bins at South Green.

16/177. Village Council Fun day – Report.

The meeting received report following the successful Fun day held on 28th August.

The weather was dry with sun behind cloud on the day and an isolated shower. Councillors Willingham, Cottle, Chapman J & M Dear, arrived early to litter pick the green, mark out the pitches, mark out the dog show area, put up gazebos, bring chairs out the hall for the band, and welcome stall holders. Special thanks go to volunteers Keith Willingham and Dennis Dear who assisted with setting up and throughout the day. Cllr Cottle used his van to bring out tables from the hall for stalls and to return the tables at the end of the event.

The following feedback was also noted.

Retail Information Stalls

Six stallholders have indicated they will attend in 2017.

Entertainment Stalls and Bouncy Castles

This free entertainment was well received. The hooka duck, coconut shy stalls reported the event went well for them. The Bounty Castle operatives were extremely helpful and reported back that the public were delighted use of the bouncy castles was free. Different entertainment stalls e.g. test of strength, roll a penny etc will be investigated to create new elements for next year. Bouncy castles and entertainment stalls will be booked next year.

Schedule

The schedule was followed with a few overlaps and minor changes of timing.

Attendance

Attendance was greater this year building on previous years.

The event was run at a cost of £3,000 well within the budget of £5,000.

Next year's event will be held on Sunday 27th of August.

16/178. Royal British Legion - Remembrance Sunday 13th November 2015 - Wreath Nomination

Councillor Chapman was nominated to lay the wreath in St Mary Magdalene Church Porch, Great Burstead, alongside the plaque to the fallen on Sunday 13th November. Councillor M. Dear agreed to contact the church to make the necessary arrangements as per last year.

16/179. Plaque – Old Cemetery – Gt. Burstead.

The meeting considered placing a plaque at the site of the old cemetery Gt. Burstead to mark the grave where 22 German Crewmen of the L32 were originally buried.

It was agreed that this should be discussed with the Church together with any wording to be used. It was further suggested that the Village Council emblem/logo might be included on any plaque if agreed.

16/180. Review of Village Clerk's Office Expenses – Broadband/Heating & Lighting.

The meeting considered the quarterly payment made in respect of the use of home broadband service in carrying out the duties of Clerk to the Council & Responsible Officer and heating/lighting costs incurred in recognition of the fact that the Clerk uses his home address as an office base for Village Council business.

It was noted that this payment had not been reviewed since the Clerk took up the appointment in October 2011. The Clerk indicated what his current bills were per month and following a short discussion it was agreed that the quarterly payment be raised to £180.00 with effect from December 2016. These payments would also be reviewed on an annual basis at the October meeting.

16/181. EALC & Association of Basildon Councils News.

The meeting received report from Councillor Cottle following his attendance at the EALC Annual Conference & AGM on 26th September. Councillor Cottle confirmed the government proposal as mentioned at Item 16/166 above.

In addition a 2% increase in Subscription fees was approved and details of the latest round of community funding was highlighted that parishes might like to apply for. The state of Essex roads was also highlighted together with the reporting mechanisms for such matters while the situation with regard to Essex Police following the recent cuts was also outlined by the Chief Constable.

The next meeting of the ABLC would be held on 17th of November.

16/182. Celebrations/Commemoration Event in 2020 to mark the 400th Anniversary of Christopher Martin's journey to America in 1620.

Noted.

16/183. Footpaths

Nothing to report, other than to note that the information supplied by Councillor Cottle concerning the issue with Footpath 59 where it meets Footpath 60 had been passed on to the Footpaths Officer at Essex County Council..

16/184. Future Meeting Dates.

2nd November & 7th December.

16/185. Close of Meeting.

The meeting closed at 9.20 p.m.